

DUTY AREA 21 - PROPERTY ACCOUNTING: CAPT

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DUTY AREA 22 - REQUISITIONING: CAPT

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DUTY AREA 23 - FINANCIAL MANAGEMENT: CAPT

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DUTY AREA 24 - MISCELLANEOUS: CAPT

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DUTY AREA 25 - COMBAT SERVICE SUPPORT: CAPT

TASK: 3002.25.01 (CORE PLUS) PLAN COMBAT SUPPLY SUPPORT OPERATIONS

CONDITION(S): Provided with the Commander's Planning Guidance, LOI/OP Order (Initiative Directive), list of available unit assets, Commander's Course of Action Decision, concept of operations, local standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To support operations and mission objectives.

PERFORMANCE STEPS:

1. Analyze the Commander's Planning Guidance.
2. Analyze the courses of action.
3. Conduct appropriate staff liaison.
4. Provide input to the Log/Combat Service Support Estimate.
5. Analyze the Commander's decision input and concept of operations.
6. Provide input to the Combat Service Support (CSS) concept of support and Log concept of support.
7. Develop Annex D to support the Concept of Operations as stipulated within the Op Order.
8. Identify specified and implied tasks.
9. Develop CSS Overlay.
10. Supervise the execution of all supply-related missions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. FM 101-5

2. Local SOP
3. MCWP 4-1
4. MCWP 4-11
5. MCWP 4-11.7/4-6
6. MCWP 4-12
7. MCWP 5-2A/5-12A
8. FM 100-15, Larger Units Operations

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9. FMFM 4-1, Combat Service Support Operations
10. MCO 4400.16_, Uniform Material Movement Issue and Priority System (UMMIPS)
11. MCO P4400.150_, Consumer Level Supply Manual
12. OH 1-5, Maritime Prepositioning Force (MPF) Operations
13. OH 4-1, Operator Handbook for Logistics
14. UM 4400-124_, SASSY Using Units Procedures

TASK: 3002.25.02 (CORE PLUS) PLAN COMBAT SERVICE SUPPORT OPERATIONS IN A JOINT/COMBINED ENVIRONMENT

CONDITION(S): Given a concept of operations, various logistic and supply capabilities within the theater of operations, command standing operating procedures (SOP), access to an automated system with applicable software, and the references.

STANDARD(S): To provide supply support for the Joint Task Force Commander's concept of operations.

PERFORMANCE STEPS:

1. Review command SOP.
2. Analyze the commander's concept of operations.
3. Review the assigned support mission.
4. Analyze theater Combat Service Support Activity locations, infrastructure, host nation support, mutual logistics support, and interservice support agreements.
5. Balance theater deployment and sustainment requirements with logistics/supply capabilities.

6. Provide input to joint/combined logistics estimate/concept of operations.
7. Develop the Supply Support Plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. AFSC PUB-1
2. FM 101-5
3. Local SOP
4. MCWP 4-1

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5. MCWP 4-11
6. MCWP 4-11.7/4-6
7. MCWP 4-12
8. MCWP 5-2A/5-12A
9. FMFM 4-1, Combat Service Support Operations
10. JOINT PUB 3-0, Doctrine for Joint Operations
11. JOINT PUB 4-0, Doctrine for Logistics Support of Joint Operations
12. JOINT PUB 5-3.1, Joint Operation Planning and Execution System, Vol I (Planning, Policy & Procedures)
13. MCO P3000.18, Marine Corps Planner's Manual

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DUTY AREA 26 - INTERMEDIATE SUPPLY SUPPORT: CAPT

TASK: 3002.26.01 (CORE PLUS) DIRECT INTERMEDIATE STORAGE OPERATIONS

CONDITION(S): Given an intermediate storage facility, location file, relevant files/records, storage containers, automated warehousing system, garrison mobile equipment, various supply support materials, a contingent requirement for embarkation, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance to the references.

PERFORMANCE STEPS:

1. Supervise safety programs within storage facility.
2. Maintain effective space utilization within storage facilities.
3. Supervise the physical inventory process.
4. Supervise preparation for embarkation.
5. Supervise location verification.
6. Maintain a physical security program.
7. Take corrective action on stock denials.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. DOD 4145.19-R-1, Storage and Materials Handling
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. MCO P4450.7_, Marine Corps Warehousing Manual
4. UM 4400-123, FMF SASSY Management Unit Procedures
5. UM 4400-71, Data Control

TASK: 3002.26.02 (CORE PLUS) DIRECT INTERMEDIATE STOCK CONTROL OPERATIONS

CONDITION(S): Given pertinent assignment of stock control management within the SASSY Management Unit or Direct Support Stock Control Center, management files/records, access to an automated system with applicable software and internet connectivity, automated warehousing system, and the references.

STANDARD(S): To meet customer requirements in a timely manner per the references.

PERFORMANCE STEPS:

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1. Monitor customer demand requirements.
2. Review management files and records.
3. Establish pertinent requisitioning objectives (RO) and reorder points (ROP).
4. Direct the appropriate stock control functions.
5. Verify customer requirement is satisfied.
6. Monitor stock control functions.
7. Periodically review established requisitioning objectives and reorder points.
8. Maintain Issue Control Section.
9. Maintain Receipts Control Section.
10. Periodically execute the Item Review Process.
11. Identify Reorder Points that exceed the Economic Retention Quantity (ERQ).
12. Execute Materials Return Program (MRP), as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.76_, DSSC Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures
4. UM 4400-60, Material Returns Program

TASK: 3002.26.03 (CORE PLUS) DIRECT THE BUY REVIEW

CONDITION(S): Given a requirement to replenish operating stocks at the intermediate supply activity, stock management files/records, fiscal guidance, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To meet stockage parameters in accordance with the references.

PERFORMANCE STEPS:

1. Identify operating stock replenishment requirements.
2. Review stock management files and records.
3. Review fiscal records to determine if funds are available.

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4. Direct appropriate buy review action.

INITIAL TRAINING SETTING: MOJT Sustainment: 36 Req By: Capt

REFERENCE(S):

1. Local SOP
2. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3002.26.04 (CORE PLUS) ESTABLISH STOCK OBJECTIVES

CONDITION(S): Given the assignment as a stock control officer within an intermediate supply activity, requirements for demand-supported items, insurance items, initial issue provisioning items, war reserve material, special requirement items, nonstandard items, and other approved operating stock, a General Account Balance File, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To satisfy the requirements of the supported units.

PERFORMANCE STEPS:

1. Identify the requirement of the supported units.
2. Establish requisitioning objectives (ROs) and reorder points (ROPs).
3. Review established ROs and ROPs as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3002.26.05 (CORE PLUS) SUPERVISE COMMERCIAL ITEM PROCUREMENT

CONDITION(S): Given authority to conduct commercial procurement, fiscal guidance, commercial procurement files and records, access to an automated system with applicable software and internet connectivity, and the reference.

STANDARD(S): To ensure commercial requirements are met per current directives during the procurement process.

PERFORMANCE STEPS:

1. Determine commercial support requirements.
2. Review appropriate fiscal guidance.

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3. Direct procurement of commercial items.
4. Monitor the procurement process.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. MCO P4200.15_, USMC Purchasing Procedures Manual
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3002.26.06 (CORE PLUS) MANAGE THE DEPLOYMENT SUPPORT UNIT

CONDITION(S): Given assignment to the Deployment Support Unit of the Intermediate Supply Support Activity, the requirement to provide deployed unit support of Class IX (repair parts) and secondary reparable blocks, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): To provide supply support to deployed units.

PERFORMANCE STEPS:

1. Conduct inventory management procedures to include causative research, vouchering, and file maintenance.
2. Verify that generator packages are run to meet deploying unit Equipment Density Listing Class IX and secondary reparable requirements.
3. Reconcile generator package listings with the supported unit to validate and adjust the requirements recommended by the generator package.
4. Verify that operating stock and secondary reparable blocks are issued.
5. Verify through the General Account the restocking of operating stock and secondary reparable blocks.
6. Expedite resupply to deployed units as required.
7. Verify that operating stock and secondary reparable blocks issued to designated responsible officers (ROs) to support the deployed units are turned back in.
8. Make appropriate file adjustments.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. UM 4400-123, FMF SASSY Management Unit Procedures
2. UM 4400-124_, SASSY Using Units Procedures

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TASK: 3002.26.07 (CORE PLUS) MANAGE SECONDARY DEPOT LEVEL REPARABLES

CONDITION(S): Given the appropriate balance file, adequate funding, usage data, unit requirements, access to an automated system with applicable software and internet connectivity, and the references.

STANDARD(S): In accordance with the references.

PERFORMANCE STEPS:

1. Review appropriate balance files, funding data, usage data, and the references.

2. Determine adequate stockage levels for allowance and insurance items.
3. Identify funding required to maintain determined stockage levels and material readiness.
4. Verify requisitions and receipts for required assets are processed.
5. Monitor the repair cycle.
6. Direct excess reporting under Recoverable Items Program.
7. Monitor the washout, mean time between failure and repair rates.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. MCO P4400.82_, Regulated/Control Item Management Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3002.26.08 (CORE PLUS) DIRECT THE MATERIAL OBLIGATION VALIDATION (MOV) AND BACKORDER VALIDATION (BOV)

CONDITION(S): Given a series of Integrated Material/Weapons system Manager (IMM), Sources of Supply (SOS) and General Account (GA) requests for requirement validation, access to an automated system with applicable software and internet connectivity, and references.

STANDARD(S): To validate requirements to the IMM/SOS/GA.

PERFORMANCE STEPS:

1. Initiate the MOV process.
2. Conduct MOV/BOV reconciliation with unit supply section.

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3. Review generated exceptions.
4. Take appropriate action on generated exceptions.
5. Respond to IMM/SOS request for validation within the required timeframe.
6. Review generated BOV performance report.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Capt

REFERENCE(S):

1. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
2. UM 4400-123, FMF SASSY Management Unit Procedures

TASK: 3002.26.09 (CORE PLUS) DIRECT DISPOSAL OF UNSERVICEABLE ASSETS

CONDITION(S): Given inventory results, recent unit turn-in and rollbacks, and the references.

STANDARD(S): To ensure unserviceable assets are properly disposed of per current directives.

PERFORMANCE STEPS:

1. Identify unserviceable assets in inventory/turn-in/rollback stock.
2. Verify that disposition instructions are requested when required in the references.
3. Verify disposition instructions received.
4. Supervise disposal of the unserviceable assets as directed.
5. Verify property records are adjusted, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 24 Req By: Capt

REFERENCE(S):

1. Local SOP
2. MCO P4400.151_, Intermediate Level Supply Management Policy Manual
3. UM 4400-123, FMF SASSY Management Unit Procedures

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DUTY AREA 27 - STORAGE AND DISTRIBUTION: CAPT

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